This guide will assist with the Creation, Review and Submission of a position request. The Hiring Manager Profile is available to all staff who wish to create a position request.

**GUIDE 1**  
**CREATING A VACANCY**

<table>
<thead>
<tr>
<th>Step</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Olleo supports single sign-on and you can access the system via the following link:</td>
<td><a href="https://qmul-jobs.tal.net/saml2">https://qmul-jobs.tal.net/saml2</a></td>
</tr>
<tr>
<td>Click “Log in with single sign on”.</td>
<td><img src="image1.png" alt="Login Page" /></td>
</tr>
<tr>
<td>When you land in Olleo, you will be taken to the dashboard page.</td>
<td><img src="image2.png" alt="Dashboard Page" /></td>
</tr>
</tbody>
</table>
Click on the ‘Create Opportunity’ button in the quick links bar.

This will progress you to the next page.

Create

You have two options to choose from:

- **Template**: which is to select the relevant recruitment request.

- **Existing**: which is to select and copy a previously submitted request. This template will allow for adjustment of specific details.
Once either Template or Existing has been selected, you will be asked to complete a series of position details information.

In the top section, complete the ‘Job Title’ - this will be displayed on the advert and should be the title of the position you are recruiting into.

‘Creation Date’ is auto populated and should be left as is.

‘Proposed Closing Date’ is the date you wish the live advert to close – this can be adjusted by the Recruitment Team later if required.

Position Details

The next section is all the position details.

Complete all the mandatory fields that are marked with an asterisk*. The question mark bubbles will give you extra help if you hover over them with the mouse.

Please note certain fields will prepopulate according to the template selected. It is important that you double-check that these details are correct.
Important note: Fields with a blue shaded background denote that the field text will be visible to applicants once advertised.
Once you have completed the position details, you will be asked to complete the Advert text.

If you have an idea of elements you would like to include, add them in this section. Your HR Recruitment Administrator will review and finalise the text prior to LIVE advert release.

At this stage of the process, you should also have the Job Pack ready for upload.

Advert and Job Pack

The Advertising Start Date is the date at which you wish to progress the advert to live – Recruitment Team can adjust this later if required.

You will next be asked to complete the Advert text.

The ‘About Queen Mary’ and ‘Benefits’ sections are already completed for you and should not be removed or altered.

You will then need to attach your Job Pack.

Please provide the Contact Details that you wish candidates to see on the advert.

Where you wish to include a Provisional Interview Date, please provide the relevant details.

Important note: Fields with a blue shaded background denote the field text that will be visible to applicants once the advert is made LIVE.

Essential / Desirable Criteria

To form the shortlisting criteria in system, you
will need to identify the number of Essential and Desirable Criteria for this position.

Criteria **must** be taken from the Person Specification section of the Job Pack.

### Shortlisters

Select your **shortlisters** for this position. You must select a minimum of two.

### Pre-employment Checks

In addition to the mandatory pre-employment checks for new starters, you will be asked to confirm whether other specific checks/registrations are required for the position.

If you require additional elements, these will form part of the mandatory pre-employment checks for the successful candidate(s).

### Approvals

All recruitment requests will go through a 2 tier approval process.

No information is
required from you. The approvers are pre-set. The system will automatically populate the required Position Approvals.

You may check the Approval progress status by selecting “search” in the left-hand navigation under “opportunities”. Once you have done this you will need to select “Approval layout” to see approval related information.

**Open Ended Questions**

You may also wish to add additional open-ended questions into the online application form for applicants to complete.

The questions must be pertinent to the position and aligned to the essential/desirable criteria as outlined in the Person Specification.

Open-ended questions may form part of the shortlisting exercise.

**Key Leads**

These details will help the system correctly direct notifications and system request to the relevant staff.
Please provide the name of the actual Hiring Manager for the position (this does not need to be the line manager of the post).

Once you have completed all the relevant details, click “Create Opportunity” to generate the position for final review (prior to final submission for approvals).

Alternatively, you can press “Save as Draft” until you are ready to submit.

If you have missed any mandatory information, the system will provide red prompt texts against those missing details.
Reviewing Full Position Details Prior to Final Submission For Approvals:

The Description Tab

Once you create your opportunity, you will be shown an overview of the request you have created as well as the reference number.

The ‘Description’ tab will allow you to review what you have created. You need to scroll down the page and make sure all the details are correct.

To ensure shortlisters can score in system – select the “Participants” tab section and adding your shortlisters to this position.
Once you are satisfied that all details are correct and are ready to submit the position for approval, click the ‘Request Approval’ button. The position will now progress to approval.

On successful submission, the position status will change from Draft to Awaiting Approval – Finance.

Once the approvals have been granted, your HR Recruitment Administrator will receive an automated system notification that the position has been approved. The position will be reviewed and then progressed to LIVE advert as per the detail/instructions you provided.

Should the HR Recruitment Administrator have any questions they will contact you directly.